

## HEDQF Annual Conference 2018

### Terms and Conditions

It is the responsibility of each delegate to read through and understand the Terms and Conditions below and to contact the HEDQF if they have any queries. By booking to attend the HEDQF Annual Conference 2018, you as the delegate are agreeing to the following:

#### Confirmation of your booking

1. Registration for the HEDQF Annual Conference will open the week commencing 21<sup>st</sup> May 2018. All registrations, including full payment for any guest tickets, must be completed by no later than Midday (UK time) on Monday 18<sup>th</sup> June 2018. Delegates who inform the HEDQF of their interest to attend the conference after the deadline are not guaranteed attendance.

#### Eligibility

2. The HEDQF Annual conference is open to HEDQF member organisations and non-members. The number of delegates attending per member organisation is not limited.

#### Tickets

3. Tickets must be purchased in full before the deadline of Midday (UK time) on Monday 18<sup>th</sup> June 2018. Tickets are subject to availability, can be changed or withdrawn by HEDQF without notice, and may become unavailable before the deadline above.
4. Ticket prices for all non-member delegates is £195.
5. HEDQF member organisations are eligible for a £30 discount per delegate. **A Maximum limit of 4 delegates per member organisation applies.**

#### Refunds and cancellations

6. Tickets purchased for the HEDQF Conference are non-refundable.
7. No refund will be provided in the case of non-arrival.
8. Tickets purchased by member organisations can be transferred from one delegate to another provided this has been authorised by the conference organisers. To apply to change the name of the ticket holder, please contact [admin@hedqf.org.uk](mailto:admin@hedqf.org.uk)
9. Should the HEDQF for reasons beyond our control, need to make any amendments to your booking, we reserve the right to offer alternative facilities.

## **General**

10. If you require accessible facilities (wheelchair use, visual or hearing impairments) you must specify this on making your booking. We have a limited amount of accessible accommodation available. We make every effort to accommodate all of our guests, but should suitable accommodation not be available we may at our sole discretion decide to cancel your booking and refund any monies paid. We will only do so where you have specified a requirement which we are unable to meet.

## **Filming and photography**

11. Images and footage of the HEDQF Annual conference will be used on our Website and social media channels. By registering to attend you are giving permission for the use of images (both still and moving). HEDQF retain all rights to any images.

## **Accessibility requirements**

12. It is the responsibility of the delegate to inform the HEDQF of any special requirements at the point of registration. This includes wheelchair access, accessible seating, dietary requirements and sight or sounds facilities.

## **Data Protection**

13. Delegate's names and organisations will be printed on a delegate list which will be available to other attendees on the day of the event.
14. If delegates do not wish for their names and organization details to appear on the delegate list they must inform the HEDQF by email by no later than Midday (UK time) on Monday 18<sup>th</sup> June 2018.
15. HEDQF will retain your details for future mailings. If you do not wish to be added to the HEDQF mailbase, please contact [admin@hedqf.org](mailto:admin@hedqf.org).

**When registering for the conference, delegates will be asked to accept the Terms and Conditions and will not be able to purchase tickets without doing this.**